

# Organizational Charts - Department Creation & Deactivation

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### DEPARTMENT CREATION

A department represents a Team an employee belongs to within an organizational unit. When new department is needed it has to be created in the HR system to be available for selection in the organizational chart.

#### REQUEST

For Department creation, please fill out the [Department Form](#) with all the mandatory information. Please note that after the **form** is submitted, a service request will be generated and assigned to the Service Center team who will analyze your request and proceed with it accordingly.

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### DEPARTMENT DEACTIVATION

When a department is no longer needed it has to be made inactive in the HR system, to make sure it is no longer available for selection in the organizational chart.

#### REQUEST

For the deactivation of a Department, you need to fill out the [Department Form](#). Please note that after the **form** is submitted, a service request will be generated and assigned to the Service Center team who will analyze your request and proceed with it accordingly.

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